

**CENTRAL PRINTING TECHNICIAN***Class Definition*

Under supervision, operates copy, mail distribution, and related equipment in the City's central reproduction and mail distribution service; and may provide lead direction to lower-level staff.

*Distinguishing Characteristics*

Central Printing Technician is a single position, advanced journey level class. The incumbent is required to be fully trained in all procedures related to the operation of high speed commercial quality copiers, bindery and offset printing equipment and may provide lead supervision to lower-level staff in the work unit, including assigning and monitoring work. This class is distinguished from Offset Equipment Operator in that incumbents of the latter perform journey level work in the operation of offset printing equipment. It is distinguished from Central Printing Clerk in that incumbents of the latter are not required to provide lead direction to other employees.

*Typical Tasks*

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Operates a variety of equipment utilized in the Central Printing Division, such as high speed copiers, offset duplicators, collators, paper cutters and drills, cameras, plate makers, folders and postage machines.

May serve in a lead capacity over lower-level staff in work unit; sets priorities and coordinates production needs to ensure work is completed in a timely manner.

Binds forms, reports and similar items by use of appropriate processes.

Operates and maintains power drill, folder, power cutter, collator, camera, and photo direct equipment.

Operates offset presses in reproducing a variety of printed materials.

Handles photographic negatives for offset press plate making by opaquing and stripping; burns and develops metal and acetate plates; operates a camera to enlarge or reduce size of forms.

Cleans and makes minor repairs and adjustments to copiers and related equipment.

May maintain and repair high speed commercial quality copiers.

Drives a passenger vehicle or light truck to transport interdepartmental mail, documents, and supplies.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the equipment, tools, procedures and techniques common to bindery work.

Ability to operate equipment and tools common to bindery work. Ability to work independently and exercise initiative and sound judgment.

Ability to interpret and apply departmental policies, procedures, and rules.

Ability to follow verbal and written instructions. Ability to perform arithmetic calculations quickly and accurately.

Ability to train and provide lead direction to subordinates, as necessary.

Ability to establish and maintain effective working relationships with those contacted in the performance of required duties.

Ability to read addresses and sort mail quickly and accurately.

Ability to operate light vehicles.

Skill in the operation of high speed commercial quality copiers, including some maintenance and repair.

*Minimum Qualifications*

One year of experience equivalent to that gained as a Central Printing Clerk in the Fresno City service.

*Necessary Special Requirements*

Possession of a valid Class C California Driver's License at time of appointment.

May require certification by equipment manufacturer to perform repair work.

APPROVED: \_\_\_\_\_

Director of Personnel

DATE: \_\_\_\_\_